



## TECHNICAL ASSISTANCE EXCHANGE

# Technical Assistance Exchange Newsletter March 24, 2010

A Weekly Update for Aging & Disability Resource Center and Community Living Programs and their Partners

Contact us with questions about this newsletter: [adrc-tae@lewin.com](mailto:adrc-tae@lewin.com) or 703.269.5554

Please visit [the ADRC-TAE website](http://the ADRC-TAE website) for a text version of this newsletter.

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### Participate in the Aging & Disability Partnership Survey!

Please take our [online survey](#) to assess the status of aging and disability partnerships and technical assistance needs.

The survey will be available until March 31st!

## Reporting Requirements for ADRC and CLP



As outlined in the 2009 Program Announcements, ADRC and CLP grantees are asked to report on their grant activities every six months (in April and October). Your reported data will be compiled and analyzed by the Technical Assistance Exchange and used by AoA to continue tracking program utilization and outcomes over time.

- ADRC grantees will have one month to complete the online Semi-Annual Reporting Tool (SART) and Excel Entry Tools (EET) starting April 1, 2010 and ending April 30, 2010.
- CLP grantees are asked to submit a narrative report from the state level perspective and local level program data through the online CLP Reporting Tool.
- Grantees should report on activities that took place October 2009-March 2010 and everything should be completed and submitted by April 30, 2010.
- The online SART and CLP Reporting Tool will be available for entry on April 1, 2010. On that same day, we will email the EET for April 2010 directly to ADRC state project leads and local program directors who have completed

## Peer-to-Peer Technical Assistance Alert!

### There is new activity on the peer-to-peer bulletin board.

Post: "The  
Massachusetts  
Executive Office of  
Elder Affairs and the  
Massachusetts Rehab  
Commission would  
like to make the  
grantee community  
aware of a job  
opening for an ADRC  
Coordinator."

Click [here](#) to learn  
more or post a  
reply.

## Featured Online Training

### Free CEUs Available!

### Reaching and Serving Private Pay Consumers

This training presents and promotes an introductory discussion about the transition to serving a broader income spectrum and identifies the issues, challenges, and rewards in making that transition. The

an EET in the past. State project leads will be asked to forward the EET by email to any new sites who will submit one for the first time.

Once the online reports are open for entry on April 1, you can access the SART, the EET, the CLP Reporting Tool and instruction manuals for all these reporting components via [www.adrc-tae.org](http://www.adrc-tae.org). You must log in and click on the appropriate link in the "My State Information" menu. If you do not see a "My State Information" menu when you are logged in, please contact us to adjust the permissions on your account. Please also contact us with any other questions related to accessing the reporting interface at [adrc-tae@lewin.com](mailto:adrc-tae@lewin.com).

Information on the upcoming SART Training is provided in the "Upcoming Grantee TA Calls" section of the newsletter below.

## Recent Website Additions

### [Procedures for Implementing Veteran Directed Home and Community Based Services](#)

The VDHCB program provides Veterans the opportunity to receive home and community based services that enable them to avoid institutionalization and continue to live in their homes and communities. This document describes requirements and procedures for implementing VDHCB locally.

### [Central Texas ADRC - VDHCB Participant Guidebook](#)

The Central Texas ADRC developed this detailed Guidebook for participants in their Veteran-Directed Home and Community Based Services program. It contains general information about the program and many state-specific forms and documentation.

### [TAE Training on Evaluation Resources](#)

These resources were posted to the ADRC-TAE website as part of the March 2010 TAE Training on Evaluation Records.

- Recording of March 2010 TAE Training on Evaluation

trainers discuss considerations such as Information and Referral Database inclusion criteria, staff training, marketing strategies, and how to best work with higher income consumers to meet their unique needs.

To view the prerecorded webinar please visit the [Private Pay](#) training page, and download the video under the "Recorded Webinar" section.

:: [adrc-tae@lewin.com](mailto:adrc-tae@lewin.com) ::

:: [www.adrc-tae.org](http://www.adrc-tae.org) ::

- TAE Training on Evaluation - Resource List
- TAE Training on Evaluation - Participant Notes Template

#### [Technical Assistance Exchange Brochure](#)

This tri-fold brochure describes the role of the Technical Assistance Exchange in assisting grantees with their work on Administration on Aging programs such as the Aging and Disability Resource Centers and Community Living Programs.

#### [Integration of Consumer-Directed Services into MN's Home & Community-Based Service System](#)

This presentation entitled "Integration of Consumer-Directed Services into MN's Home & Community-Based Service System" was conducted by Jane Vujovich at the 2010 National Meeting in the AoA Grantees Meeting.

#### [Final Report of United We Ride National Dialogue](#)

What ideas can improve access to affordable and reliable transportation for people with disabilities, older adults, and people with limited incomes? In 2009 more than 3,500 stakeholders from 50 U.S. states and DC who participated in the United We Ride National Dialogue were asked this question. This report includes a summary and analysis of the recommendations that emerged.

#### [USC National Resource Center on Supportive Housing and Home Modification](#)

Home modifications can make performing tasks easier, reduce accidents and support independent living. This directory of state resources on home modification can assist in locating resources in each state.

#### [Summary Findings from Selected Aging and Disability Resource Center \(ADRC\) Evaluations](#)

This chart contains summary findings from evaluations of Aging and Disability Resource Centers done by entities external to the ADRCs and/or for purposes beyond routine semi-annual reporting. Studies are arranged by topics covering a range of activities including: access to services, outreach and marketing, consumer satisfaction and cost effectiveness.

## **Funding Opportunity**

### **Brookdale Respite and Early Memory Loss Programs**

## Request for Proposals for 2010



This November, the Brookdale Foundation Group will be awarding up to 40 seed grants for the development of dementia respite programs or specialized programs for people with early memory loss. The grants are \$7,500 for the first year with an opportunity for a second tier grant of \$3,000.

The deadline for applications is July 1st, 2010.

For more information and application instructions, please visit the [Brookdale Foundation Group](#) website.

## Upcoming Grantee TA Calls

### Semi-Annual Reporting Training

This call will provide training and instruction on the Semi-Annual Reporting requirements. ADRC grantees will submit an online Semi-Annual Reporting Tool (SART) with narrative information and an Excel Entry Tool with quantitative information. CLP grantees will use a separate web-based tool to enter all of their information.

The training is highly recommended for staff and sites reporting for the first time. Data and strategies that states use as they continue to develop, implement, expand, and sustain their ADRCs and CLPs will be used by AoA and the TAE for program development.

Presenters: TAE Staff - Carrie Blakeway and Lauren O'Reilly

- Dates: April 1, 2010 and April 15, 2010 (repeat)
- Time: 3:00pm - 4:30 EST
- Dial-in information:
  - Phone: 1.888.844.7278
  - Meeting ID: 2695542
- [Register for April 1 training via GoToMeeting](#)

- [Register for April 15 training via GoToMeeting](#)

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### **Monthly Grantee TA Call for April: Information Technology Development and Enhancement**

ADRCs, CLPs and VDHCBs programs rely heavily on information and technology to operate as efficiently and effectively as possible. Some of the largest investments states have made in these programs have been in the area of IT. On this call, we will review TA resources available to grantees in this area and hear from two states that approached IT development and enhancement in different ways - one building an integrated system in-house and one who selected an outside vendor through an RFP process to help them build an IT system. This will be an interactive call with plenty of time for questions and answers, so we encourage state and local program staff who are involved in making IT/MIS changes to participate!

- Dates: April 14, 2010
- Time: 3:00pm - 4:30 EST
- Phone and webinar information is to-be-announced

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### **Managing Changes: Introducing Consumer Direction to Aging Network Management**

This is the third webinar of the Administration on Aging's four-part Consumer Direction Webinar Series presented by the National Resource Center on Participant-Directed Services (NRCPS). It will focus on consumer direction from the administrative perspective.

This webinar will discuss the prevalence of consumer direction in existing states and what to consider while developing your operational plan including the seven following topics: 1) Early Considerations, 2) Policies and Procedures, 3) Training, 4) Monitoring and Quality Management, 5) Risk Management, 6) Screening, and 7) Involuntary Discharge.

*We need your help!* We have heard your requests for more detailed and advanced information so we will give a brief overview of six of the seven topics you should consider when developing your operational plan and then we will spend the majority of the time

discussing one topic in more detail. Please vote on which topic you would like us to focus on: [www.surveymonkey.com/s/M5PC5BF](http://www.surveymonkey.com/s/M5PC5BF). The survey will remain open until Friday March 26th at 5 PM (EST).

In addition to submitting questions and comments during the webinar on April 20th, you are also able to submit questions in advance. Please let us know if you have any questions you would like us to address here: [www.bc.edu/schools/gssw/nrcpds/training.html](http://www.bc.edu/schools/gssw/nrcpds/training.html)

- Dates: April 20, 2010
- Time: 3:00pm - 4:30 EST

## **2010 HCBS Conference - Call for Sessions**

The National Association of State Units on Aging together with the Georgia Division for Aging Services, Georgia Gerontology Society and a dynamic National HCBS Conference Planning Committee announce the call for sessions for the 26th National Home and Community Based Services Conference.

The conference will be held **September 26-29, 2010 in Atlanta, GA**. The conference offers a unique blend of policy, program, and practice issues for professionals interested in home and community based waivers for all ages and abilities. Proposals are currently being accepted for intensives, workshops, issue forums and poster sessions.

[Visit the conference website](#) for more information.

## **CMS Long-Term Care Choice (MDS 3.0 Section Q) Conference**

Informing Long-Term Care Choice (MDS 3.0 Section Q) Train-the-Trainer Conference will assist attendees in increasing their knowledge of Section Q (Return to the Community Referral), and understand the challenges and issues involved in the implementation of Section Q. Attendees will have the opportunity in breakout sessions to participate in problem solving discussions. This one-day training will

begin at 8:00 am and finish at 4:30 pm. Please click [here](#) to view the tentative Conference Agenda.

- Date: April 16, 2010
- Location: Radisson Plaza Lord Baltimore
- Baltimore, MD

Please visit the [conference home page](#) for registration and hotel information.

Download the proposed conference agenda [here](#).

## **TAE Website Tip of the Week**

You can submit questions and provide answers to other grantees by using the Grantee-to-Grantee Exchange. You can find the Exchange by navigating to the "Events" tab and then clicking on "[Discussion Forum](#)". Grantees are encouraged to check the Exchange regularly to lend their expertise to fellow grantees whenever possible.

Contact us anytime at [adrc-tae@lewin.com](mailto:adrc-tae@lewin.com) for support.

[Forward email](#)